

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

**Chief of State Detectives (Pay Grade 17)
Administrative Division/New Castle County
Extraditions Unit**

Opening Date: April 5, 2021

Closing Date: April 12, 2021

Job Responsibilities and Duties:

The Chief State Detective is part of the Administrative Division and is responsible for all of the extradition functions of the Delaware Department of Justice in the Extraditions Unit. This integral position supervises five (5) State Detectives and one (1) Administrative Specialist. This position handles all the assignments of extraditions, personnel administration; the coordination of travel in addition to the responsibility of processing documentation required for the extraditions. The Chief State Detective answers questions daily and is required to handle any problems associated between State Detectives and fugitives or prisoners. The Chief State Detective is responsible for monitoring the progress of extraditions conducted by the State Detectives via reports involving statistics. This supervisor will maintain professional liaisons and strong lines of communications not only with the executive management of the Delaware Department of Justice but also with all federal and state regulatory, administrative, legal agencies and police agencies, U.S. Marshalls and Sherriff's offices involved in all extraditions. Duties include managing the condition of automobiles to ensure they are in excellent operating order, and keeping current with necessary equipment needed by the State Detectives such as tasers, bullet proof vests, etc. This supervisor monitors the daily activities and schedules for the State Detectives in addition to securing all necessary warrants, indictments and information throughout Delaware to enforce Governor's warrants. This supervisor keeps track of all state laws as to what needs to be furnished in all states as each state is different.

Minimum Qualifications:

Substantial experience as a law enforcement officer.

Supervisory Experience in overseeing staff.

Computer experience with Microsoft Office, Excel, and PowerPoint

Bachelor's or Associate's Degree in relevant discipline, or commensurate experience

Possession of a valid driver's license.

Ability to qualify and carry a weapon.

Current Council on Police Training (COPT) Certificate or recent COPT certification.

Internal applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and a State Application to Human Resources, Delaware Department of Justice, 6th Floor, 820 N. French Street, Wilmington, DE 19801 or e-mail to DOJHR@delaware.gov or fax to 302-577-5866. EOE.